

Part-Time Bookkeeper / Accounts Payable & Receivables

Qualifications: Certificate IV in Accounting or Bookkeeping

JOIN OUR TEAM



Established in 2003, MV Technology Solutions boasts exclusive sales rights to some of the globe's top brands, which are integral to major infrastructure projects across Power Distribution, Rail Electrification, and large-scale renewable energy initiatives throughout Australia and New Zealand.

Position Overview

We are looking for a meticulous and highly skilled Part-Time Bookkeeper to assist in management of our financial records, including foreign exchange transactions and import/export business transactions. The ideal candidate will have extensive knowledge of MYOB AccountRight software and a strong background in accounting principles. This is a part-time role with flexible hours, working 4 hours per day, 3-4 days per week

Key Responsibilities

- Maintain accurate financial records using MYOB AccountRight software.
- Manage accounts payable and receivable.
- Conduct bank reconciliations and prepare financial reports.
- Handle foreign exchange transactions and monitor exchange rates.
- Oversee import and export business transactions.
- Assist in the preparation of financial statements and tax returns.
- Ensure compliance with financial regulations and standards.
- Collaborate with internal and external stakeholders to resolve accounting issues.

Qualifications:

- Certificate IV in Accounting or Bookkeeping
- 3 to 5 years of experience as a bookkeeper or in a similar accounting role.
- In-depth knowledge of MYOB AccountRight software.
- Understanding of foreign exchange and its impact on business transactions.
- Experience with import and export business transactions.
- Strong attention to detail and excellent organizational skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills.

What We Offer:

- Flexible working hours (4 hours per day, 3-4 days per week).
- Competitive salary commensurate with experience.
- A supportive and collaborative work environment.
- Opportunities for professional development and growth.

We support a diverse workforce.

MV Technology Solutions is a proud, equal opportunity employer, creating a work environment of diversity and inclusion. Our diverse workforce cultivates Innovation and Excellence and in turn, creates a workplace where our employees belong and prosper. Diversity and inclusion help us fully realize the potential of our employees. MV Technology Solutions also genuinely supports reasonable flexible working practices that empower our employees to best meet work and personal commitments.

Are you ready to thrive in a dynamic team environment where learning, growth, and success are the cornerstones of our culture? If so, we want to meet you and welcome you to our exceptional company.

Apply now at JoinUs@mvtech.com.au